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**Chapter 25: Population, Refugees, and Migration Records**

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**General****A250101a Subject/Organization/Country Files**

**Description:** Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

a. Policy and procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PPRC).

**Disposition:** Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 1a

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**A250101b Subject/Organization/Country Files**

**Description:** Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and operational activities.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-59-95-23, item 1b

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**A250102a Chronological files of correspondence, memoranda and telegrams**

**Description:** a. Maintained by or for Assistant Secretary and Deputy Assistant Secretaries or equivalents (may be maintained by incumbent or Staff Assistant).

**Disposition:** Permanent. Retire to RSC when 1 year old for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 2a

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**A250102b Chronological files of correspondence, memoranda and telegrams**

**Description:** b. All other offices

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-95-23, item 2b

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**A250103a Reports, Publications and Printed and Processed Material**

**Description:** Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.

a. Master Files.

**Disposition:** Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 3a

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**A250103b Reports, Publications and Printed and Processed Material**

**Description:** Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.

b. All other copies.

**Disposition:** Retire to RSC when 3 years old. Destroy when 5 years old.

**DispAuthNo:** N1-59-95-23, item 3b

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**A250104a Briefing Books-Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials**

**Description:** a. Master File.

**Disposition:** Permanent. Retire when 5 years old or when no longer need, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 4a

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**A250104b Briefing Books-**Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials

**Description:** b. All other copies.

**Disposition:** Destroy when 1 year old or when no longer needed, whichever is sooner.

**DispAuthNo:** N1-59-95-23, item 4b

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**Office of the Executive Director**

**A250201 Automation Documentation File**

**Description:** Arranged by automation project and subject. Memoranda, contracts, system requirements, operating procedures, training information, maintenance records, general correspondence, correspondence with vendors, copies of invoices, telegrams, inventories, lease information. Documentation date from 1984-93.

**Disposition:** Destroy 1 year after system is no longer in use.

**DispAuthNo:** N1-59-95-23, item 5

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**A250202a Refugee Admission Statistics-**Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

**Description:** a. South East Asian Refugees.

**Disposition:** Permanent. Retire to the RSC at the completion of the Comprehensive Plan of Action (CPA) for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 6a

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**A250202b Refugee Admission Statistics-**Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

**Description:** b. World Wide Refugees (all others).

**Disposition:** Permanent. Retire to the RSC when 10 years old for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 6b

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**Office of Refugee Admissions****A250301 Proposal Process Files**

**Description:** Arranged by Voluntary Agency (VOLAG). Proposals from VOLAGS, copies of cooperative agreements, guidances, program announcements, and documents from agencies used in the resettlement of refugees in U.S. communities.

**Disposition:** Block by year. Retire to RSC when 2 years old. Destroy when 4 years old.

**DispAuthNo:** N1-59-95-23, item 7

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**A250302 VOLAG and Affiliates Monitoring Reports**

**Description:** Auditing reports, site audits, letters, responses to reports, schedules, copies of case loads, interviews and other documentation accumulated during monitoring of VOLAG or affiliate.

**Disposition:** Permanent. Retire RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-23, item 8

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**A250303 Cooperative Agreements Files**

**Description:** Copies of cooperative agreements being maintained to be used to complete the annual statistical report. Record copy is maintained by the Comptroller.

**Disposition:** Destroy after the completion of the annual statistical report.

**DispAuthNo:** N1-59-95-23, item 9

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**Office of the Comptroller****A250401   OIG Inspections and Audit Reports - Arranged alphabetically by subject, organization and title**

**Description:** Inspection and audit reports, telegrams, and relating correspondence.

**Disposition:** Destroy when superseded by new inspection or audit.

**DispAuthNo:** N1-59-95-23, item 10

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**A250402   CPA Audit Files**

**Description:** Correspondence, memorandums, audits, and related documentation resulting from audits by private CPAs of private organizations receiving grant money for refugee-related matters.

**Disposition:** Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.

**DispAuthNo:** N1-59-95-23, item 11

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**A250403   GAO Reviews - Arranged by subject and organization**

**Description:** Audit reports, telegrams, memoranda and relating correspondence.

**Disposition:** Destroy when superseded by new review.

**DispAuthNo:** N1-59-95-23, item 12

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**A250404   Cooperative Agreements on Overseas Programs**

**Description:** Agreements, cables, memos, financial documentation, amendments, contractor's reports, etc. pertaining to agreements between the Department and American or international organizations.

**Disposition:** Retire to RSC at the end of the fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

**DispAuthNo:** N1-59-92-4, item 1

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**A250405   Contributions to International Organizations**

**Description:** Memos, cables, purchase orders, reports, and appeals that identify contributions obligated by the Department of State to international organizations.

**Disposition:** Retire to RSC 3 years after end of fiscal year in which obligations were completed. Destroy when 10 years old.

**DispAuthNo:** N1-59-92-4, item 2

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**Office of Population****A250501a Policy File**

**Description:** a. Laws and mandates dictating international population policy.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for current operations.

**DispAuthNo:** N1-59-88-36, item 1a

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**A250501b Policy File**

**Description:** b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-88-36, item 1b

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**A250502 Country File**

**Description:** Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demo graphic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-88-36, item 2

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**A250503a UN Fund for Population Activities (UNFPA)**

**Description:** a. General.

Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, inter-country activities, and other related documents.

**Disposition:** Maintain in 3 year blocks. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.

**DispAuthNo:** N1-59-88-36, item 3a

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**A250503b UN Fund for Population Activities (UNFPA)**

**Description:** b. International meetings and conferences.

Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents.

**Disposition:** Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.

**DispAuthNo:** NC1-59-88-36, item 3b

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**A250503c UN Fund for Population Activities (UNFPA)**

**Description:** c. International organizations.

Documents dealing with cooperative programs, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.

**Disposition:** Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.

**DispAuthNo:** N1-59-88-36, item 3c

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**A250504 International Development**

**Description:** Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population.

**Disposition:** Block annually. Retire to RSC when 10 years old. Destroy when 15 years old.

**DispAuthNo:** N1-59-88-36, item 4

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**A250505 National Security File**

**Description:** Consists of information on population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-88-36, item 5

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**A250506a** Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures

**Description:** a. Internal.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-88-36, item 6a

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**A250506b** Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures

**Description:** b. Other.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** N1-59-88-36, item 6b

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**A250507 Hearings File**

**Description:** Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub Committee. Included are question and answer papers concerning testimonies.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-88-36, item 7

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